

## COURSE CONTENT

<b>Course Code</b>	DD3002
<b>Course Title</b>	Internship 10 Weeks
<b>Pre-requisites</b>	At least 72 Academic Units (AU) and year 3 standing
<b>No of AUs</b>	6 AUs for BFA students admitted before AY2017
<b>Contact Hours</b>	10 Weeks

### **Course Aims**

This 10-week professional internship is a core course for all ADM undergraduate students in Year 3. The purpose of this internship is to give you the opportunity to apply knowledge and skills you have learned in the university in an authentic work environment. You will gain relevant exposure and develop practical industry experiences and skills that will enhance your employability and inform your future career decisions. This internship will provide valuable industry experience to support your academic learning.

### **Intended Learning Outcomes (ILO)**

By the end of the course, you should be able to:

#### **1. Cognitive** – Knowledge, competency, problem solving, judgement

1. Apply knowledge and skills relevantly and appropriately in the workplace.
2. Identify your own competency gaps at the internship workplace.
3. Evaluate and develop personal learning and development pathways towards bridging competency gaps identified in point (2) above.
4. Develop and apply strategies to solve problems effectively (involves critical thinking and creativity, generating questions, resourcing, application, and reiteration).
5. Evaluate resources and develop insights to make informed judgements and recommendations.

#### **2. Context** – Organisation, culture, impact, pathways, professional strategies

6. Discuss the internship organisation's nature and context of business.
7. Reflect on the organisational culture at the internship organisation.
8. Appraise the significance and impact of the project/work/assignment undertaken at the internship organisation.
9. Describe the career pathways within the internship organisation as well as the broader industry.
10. Reflect on personal and professional development needs within the internship organisation as well as the broader industry and set strategic goals for advancing along an intended career path.
11. Apply time and task management strategies effectively.

**3. Relationship** – Communication, assimilation, creative contribution

12. Apply effective written and oral communication skills in professional settings when communicating and connecting with relevant stakeholders.
13. Assimilate into the work environment (people, team, hierarchy) and function effectively.
14. Contribute to creative design thinking processes, mood board creation, ideation, brain-storm sessions, or other conceptual contributions to the creative production of the organisation.

**4. Affective/Moral** – personal management, organisational contribution, professionalism, enthusiasm

15. Tolerate ambiguity and handle anxiety.
16. Contribute proactively to the internship organisation.
17. Demonstrate responsibility, integrity and professionalism in the fulfilment of all workplace and internship requirements.
18. Demonstrate the persistence to learn, overcome and improve.

**5. Technical** – apply existing skills, learn new skills, contribution to production

19. Use tools, including software and digital processes, that enable and facilitate effective project/work/assignment undertaken at the internship organisation.
20. Acquire and apply unique skills, techniques, processes or workflows that are unique to the needs of the organisation.
21. Contribute to the generation and / or production of creative outputs.

## **Course Content**

This internship programme, being a work-integrated education course, has its educational content embedded within the work environment and assignments that students will undertake at each internship organisation. For this reason, the internship job scope will be evaluated by the course instructor/coordinator using the following criteria:

1. It is relevant to the student's discipline of study
2. It caters to ADM's internship duration requirement
3. It provides sufficient structure and rigour that will enable students to achieve the intended learning outcomes
4. It provides the appropriate workload for the internship period
5. It enhances the career prospects of the student
6. The internship workplace is safe and conducive for student learning and development
7. The internship workplace is equipped with the necessary tools and resources for the internship work
8. The internship organisation has standing policies to safeguard the welfare of interns
9. The internship organisation supervisor possesses the competencies, experience, and commitment to provide guidance to the students
10. The internship organisation will use NTU ADM's internship assessment scheme for students.

## **Assessment**

This is a Pass/Fail course with the final outcome determined collectively by your Faculty Supervisor and your Organisation Supervisor.

The assessments will be based on the intended learning outcomes (ILO) above and you should familiarise yourself with them as they will be your focus throughout the internship.

Your Organisation Supervisor will assess your performance at the internship workplace through an evaluation form "Assessment of Work in the Organisation" (AWO). They will complete this evaluation at the end of your internship.

Your Faculty Supervisor will facilitate and assess your learning, development, and growth through your online e-journal submissions. The online e-journals are where you will reflect on your experience, learning, growth and achievement of the relevant ILOs. Keep the ILOs in mind throughout your experience and undertake or seek challenges in the workplace that will provide you with opportunities to generate experience and evidences regarding your competencies.

Component	Course ILOs assessed	ADM Graduate Attributes	Weighting	Team / Individual
Assessment of Work in the Organisation (AWO).  This component evaluates your performance at the workplace.	1, 4, 5, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21	--	50%	Individual
Online e-Journal 1	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	--	10%	Individual
Online e-Journal 2	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	--	10%	Individual
Online e-Journal 3	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 14, 15, 16, 18, 20, 21.	--	30%	Individual
<b>Total</b>			<b>100%</b>	

## Reading and References

1. NTU Student Internship Handbook

Please refer to the respective Professional Internship/Attachment Teamsites via NTU Studentlink for the Internship Handbook.

2. NTU Work-Integrated Education Blog - Career School [https://blogs.ntu.edu.sg/cao\\_internship/](https://blogs.ntu.edu.sg/cao_internship/)

3. Harvard Business Review: 6 Ways to Make the Most of Your Internship <http://bit.ly/2J81BU2>

4. Huffington Post: 21 Ways to Make the Most of Your Internship

5. <http://bit.ly/2kK6Fz5>

6. Vault: How to Successfully Manage your Assignments: <http://bit.ly/2LNfrIX>

7. Course Policies and Student Responsibilities

Please refer to the respective Professional Internship/Attachment Teamsites via NTU Studentlink for detailed Internship Policy and Procedures.

8. Further information can be obtained from NTU's Career and Attachment Office (CAO) via [cao\\_internship@ntu.edu.sg](mailto:cao_internship@ntu.edu.sg).

### **Professional and Academic Integrity**

An internship concerns work in a professional setting. As with good academic work, good professional work depends on honesty and ethical behaviour. The quality of your work as a student relies on adhering to the principles of professional and academic integrity and to the NTU Honour Code, a set of values shared by the whole university community. Truth, Trust and Justice are at the core of NTU's shared values. Refer to this link for details: <http://www.ntu.edu.sg/ai/Pages/shared-values-honour-code.aspx>

As a student, it is important that you recognise your responsibilities in understanding and applying the principles of integrity in all work you do as a student of NTU. Not knowing what is involved in maintaining integrity does not excuse professional and academic dishonesty. You need to actively equip yourself with strategies to avoid all forms of professional and academic dishonesty, including and not limited to, plagiarism, fraud, collusion and cheating. If you are uncertain of the definitions of any of these terms, you should go to the academic integrity website for more information. Consult your faculty supervisor if you need any clarification about the requirements of professional and academic integrity in the course.

### **Course Instructors**

Your Faculty Supervisor for the period of your internship will be allocated to you after the placement process is completed.

This internship course is managed and administered by ADM's internship course coordinator as well as NTU's Career & Attachment Office.

### **Planned Weekly Schedule**

Your internship work schedule will follow that provided by your Internship Organisation.

### **Leave during Internship**

In general, leave will not be granted for vacation, religious camps, summer internship, work and travel. If student applies for any leave of absence and is approved, be prepared to extend internship to cover leave of absence.

Leave application form is to be sent to Career and Attachment Office (CAO) for processing, CAO will consult organization for decision.

### **Important Notes**

Do not enter any kind of agreement and contract with organization, unless you are very sure that there will not be any conflict of interest; if unsure, check with Career and Attachment Office (CAO).

Please do not re-negotiate allowance but you may accept any increase or bonus given to you. You may be asked to sign non-disclosure if the work is confidential.

### **Briefing and Enquiries**

There will be a briefing for ADM Year 3 students in November and students will be notified through their NTU email.

Career & Attachment Office (CAO) is located at Student Service Centre, Level 4. If you have any queries on Internship, please email or contact:

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